

**SECRET**

26 June 1957

M.P.C. *wpc*

**MEMORANDUM FOR RECORD**

**SUBJECT: DD/S Historical Documentation to be found in ORR "Subject Files," 1954**

1. ORR, like all other DD/I offices, had of course many administrative and support problems, during the period 1953-56 as before, which involved the cooperation of the DD/S and his IO (or II after April 1955)\* administrative and support offices. As an illustration of this common characteristic of the intelligence offices, the ORR "Subject Files" for 1954 (retired to the Records Center as accession or "job" no. 57-216; bulk, 8 feet) contain numerous folders (almost half of the entire file) that pertain to DD/S-related matters. The shelf list for that series (a copy of which is filed in the Historical Staff working files under "ORR") indicates that there are several folders on each of the following "housekeeping" subjects:

- "Accounting" (of historical interest on the DD/S's Comptroller's Office? also on the Audit Office?)
- "Appropriations" (... O/Comptroller? also Office of General Counsel?)
- "Buildings and Grounds" (... Logistics Office?)
- "Communications" (O/Commo? O/General Services?)
- "Equipment and Supplies" (O/Logistics? Management Staff?\*)
- "Forms" (Management Staff?)
- "Medical" (Medical Office?)
- "Organization and Management" (... Management Staff?\*)
- "Personnel" (... Personnel Office; also ORR?)
- "Printing and Reproduction" (... O/General Services?)
- "Records" (... Management Staff?\*)
- "Security" (... Security Office?)
- "Training" (... ORR?)
- "Travel" (... Personnel Office? O/Logistics?)

2. In addition to the above typical ORR records, there are comparable papers to be found, theoretically, among the files of each of the DD/S offices mentioned above, each in relation to ORR's administrative and support problems. (This, at least, is the conclusion of the RM Staff, on the basis of its numerous records surveys among the DD/S and DD/I offices.) From a historical point of view, however, the ORR files listed above may contain items that are equally or even more usable on certain kinds of administrative and support historical problems of CIA's intelligence offices.

**Distribution in HS working files, 1953-56:**

**Orig - DD/S**

**cc - each of the DD/S offices mentioned above; also "ORR"**

\* The Management Staff was not a separate office until about April 1955. Before that, this activity was known as the "Management Improvement Staff," and it was located successively in the Office of the Comptroller (from sometime in 1952 to about April 1954) and in the immediate office of the DD/S. These dates are taken merely from the CIA telephone directories and have not been subjected to historical verification.

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